

## PERF FUNDS REACH ON-TIME MILESTONE OF 100 PERCENT

**P**ERF's smaller funds reached a significant achievement recently when they processed 100 percent of retirements without any payment interruption between a retiring member's last paycheck and first benefit payment.

"These funds have made a lot of progress since last summer when we began measuring their performance in terms of benefit processing time," said PERF Executive Director Terren Magid. "Now, we can assure that all retirees who follow our process will have little or no payment interruption."

The gains were achieved with significant internal process improvements and a strong communication and education effort. This includes PERF's Bridge to Retirement, a process members follow prior to retirement to ensure a smooth retirement experience.

## ANNUAL REPORT ACHIEVES NATIONAL RECOGNITION

PERF's 2006 Annual Report was recognized nationally by the Government Finance Officers Association (GFOA) with a Certificate of Achievement for Excellence in Financial Reporting.

This marks the first time since 2002 that a PERF annual report has achieved this recognition. The publication's release in December 2006 coincided with PERF's first unqualified audit opinion in four years from the Indiana State Board of Accounts (SBOA), PERF's independent auditor.

"Accountability to our customers is a major emphasis at PERF. Our unqualified audit opinion and the excellence of our annual report are two examples of our commitment to sound management and open communication with those we serve," said PERF Executive Director Terren B. Magid.



Governor Daniels

Indiana Governor Mitch Daniels noted the importance of the award to PERF members. "This achievement reflects the quality customer service the PERF staff delivers," said Governor Daniels. "Their sound judgment and accountability are vital to the financial futures of more than 220,000 public employees and retirees."

— continued on page two

## PERF Retirement Counselors Alleviate Member Headaches

Members approaching retirement often need assistance with PERF's application process. If you are within two years of retirement and would like more information about the life-long decisions you are about to make, contact PERF toll-free at (888) 526-1687 to schedule a one-on-one counseling session in Indianapolis. This service is offered to all the funds to help our members transition to retirement with ease.

"PERF has undergone countless positive changes over the past two years. Moving forward, we will continue to expand our resources devoted to the smaller funds," said Executive Director Terren Magid. "This customer service initiative extends to retirement planning, online services and faster benefits processing."

These sessions provide you with the following:

- A personalized benefit estimate
- Explanation of retirement options
- Step-by-step instructions for completing a retirement application
- Information about working after retirement
- Answers to your retirement questions

Soon, PERF will also offer one-on-one counseling sessions in every region of Indiana.

**Note:** You must submit your retirement application to PERF no later than six months before your retirement date to ensure a smooth transition between your last paycheck and your first benefit payment.



# Member's Corner

## Dates to Remember

Here are some dates for submitting retirement applications to PERF. You can find more Dates to Remember at [www.perf.in.gov](http://www.perf.in.gov).

If Retirement Date Is:	Application Deadline:
July 1, 2008	Jan. 1, 2008
Aug. 1, 2008	Feb. 1, 2008
Sept. 1, 2008	Mar. 1, 2008
Oct. 1, 2008	Apr. 1, 2008

### **PAY ATTENTION TO PERF!**

**Please remember to keep your personal information current. To update your name and/or address:**

- Go [www.perf.in.gov](http://www.perf.in.gov) and click 'Member Login' to use PERF Online.
- Go to [www.perf.in.gov](http://www.perf.in.gov) and click "Common Member Forms" to download the appropriate form.
- Call (888) 526-1687 to request the form from a PERF customer service representative.

## PERF's Mission:

**We are committed to serve — through exceptional customer service — our employers, our members and their families, in achieving their retirement goals and financial security.**

## *The Road to Retirement: In Your 30s and 40s ... Working on It*

It's easy to get sidetracked from retirement saving during your thirties and forties, especially when the day-to-day expenses seem to overshadow the need to plan ahead. Perhaps you have gotten married, bought a home, or even started a family. Though this is a period of high expenses, don't let this derail you from saving for your retirement.

- Continue to set aside at least 10 percent of your income in tax deferred investments. Consider a more aggressive asset allocation, if this style fits your investment goals, time horizon and tolerance for risk.
- When choosing between saving for your retirement versus saving for a college education, think about saving for retirement first. Remember that your child may have financial aid available. Many financial advisors would remind you that you are on your own for your retirement.
- Make sure you and your spouse have adequate life insurance and disability coverage.
- Draw up a will and name a guardian for your children. Understand how your marital assets are titled.
- Contact Social Security and ask for Form SSA-7004, the Request for Earnings and Estimated Benefits. It is important to check your earnings every three years, since the Social Security Administration will not correct a mistake older than this.
- Avoid tapping into retirement accounts for such things as a down payment or home improvements.
- Begin estimating what you will need for a comfortable retirement and scale back now to help you reach that goal.
- Apply savings to your retirement nest egg. It is also a good rule of thumb to increase your retirement plan contributions each time you receive an increase in pay.

## *Annual Report Achieves National Recognition, cont.*

The significance of the award was noted by SBOA Deputy State Examiner Paul Joyce. "The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by PERF and its management," he said. "This is the first time in several years that PERF has received this award for its financial reporting and they should be very proud of their accomplishment."

PERF's annual report was judged by an impartial panel to meet the high standards of the GFOA program, including demonstrating a constructive spirit of full disclosure to clearly communicate PERF's financial story and to motivate plan members, employers and the interested public to read the annual report.

To see a copy of PERF's annual report, visit [www.perf.in.gov](http://www.perf.in.gov).

## PERF Online Unveils Benefit Estimate Calculator for '77 Fund

**P**ERF recently introduced a powerful retirement planning tool for the '77 Fund: a benefit estimate calculator that uses your actual account data to show how much your retirement benefit will be.

To access this calculator, you must register to use PERF Online at [www.perf.in.gov](http://www.perf.in.gov). Once you sign up, your PIN will be mailed to the address we have on file. After you log in the first time using your assigned PIN, you may change your PIN to something that's easier to remember. '77 Fund members may also use PERF Online to update personal information.

If you have any questions about this service, please call us toll-free at (888) 526-1687 or email [questions@perf.in.gov](mailto:questions@perf.in.gov). For a copy of the Bridge to Retirement, please visit the Police Officers and Firefighters pages on PERF's web site ([www.perf.in.gov](http://www.perf.in.gov)).

## PERF Seminar Provides Forum for '77 Fund Veteran Pension Secretaries to Educate Others

On Nov. 9, 2007, PERF staff and the '77 Fund's pension secretaries met to discuss new procedures and best practices.

A panel of experienced pension secretaries shared tips regarding:

- Local board statewide baseline examination processes
- Local board disability hearing processes
- Resources for statutes and administrative rules
- The importance of keeping good records
- Responding to Qualified Domestic Relations Orders

One of the main topics presented by PERF included enhancements to the way pension relief payments are administered.

### Help Completing Your '77 Fund DROP Application

If you are a member of the '77 Fund, mistakes on your Deferred Retirement Option Plan (DROP) application can slow down processing and, in some cases, stop it completely. Your DROP application cannot be processed until all sections are completed.

Common oversights include the following:

- Make sure to choose how each portion (taxable and non-taxable) will be distributed.
- Direct Rollover section – List the institution that should receive your funds.
- Paid Directly section – Choose how each portion (taxable and non-taxable) will be distributed.
- Partial Rollover section – List the amount of the funds that need to be rolled over.

**Note:** The balance of the DROP amount will be sent to the member.



**Governor Mitch Daniels**

**Executive Director Terren B. Magid**

*The Indiana Public Employees' Retirement Fund is governed by laws and regulations found in Indiana Code. While every attempt has been made to verify that all the information in this publication is correct and up-to-date, PERF does not make any representation or warranty as to the completeness or accuracy of any information provided. Published content does not constitute legal advice, and nothing herein should be considered a legal opinion. In the event of a discrepancy between information in this publication and the laws of the state of Indiana, the applicable state law shall apply.*